

STATE OF UTAH
Division of Purchasing

SOLE SOURCE REQUEST

Note: This Word document is designed to allow the requestor to complete each section and provide as much information as needed to fully respond. Please click on the grey fields to insert your information. Use your tab key to advance to the next field. Please complete all fields below. Requests missing information will be rejected and returned to requestor for completion.

Sole Source Procurement is appropriate only if a purchase requirement is reasonably available from a single supplier or if it otherwise qualifies under the attached Utah Administrative Code R33-3-401.

ALL SOLE SOURCE REQUESTS OVER \$1,000 MUST BE PRE-APPROVED BY STATE PURCHASING.

It is anticipated the procurement will result in a: (check one and in the appropriate field enter either the contract term for an agency contract or the RQS number for a purchase order)

- | <u>Result</u> | <u>Action</u> |
|---|---|
| <input type="checkbox"/> Agency Contract | Email this form to johndavis@utah.gov prior to contract negotiations. No RQS is required.
Requested term of contract (include any renewal options): |
| <input type="checkbox"/> Purchase Order | Enter RQS into FINET, insert the RQS Number , email this form along with a copy of the quotation from the vendor to the appropriate State Purchasing Agent. |

Department Requesting Authorization:

Division:

Contact Person and Title:

E-mail Address:

Phone Number:

Product / Service to be purchased:

Cost (include renewal periods):

Recommended Supplier:

Contact Person:

E-mail Address:

Phone Number:

Address including zip code:

FINET vendor number:

Complete one of the following if no Finet number exists.

(If submitting a Social Security #, the persons' name must appear as it does on Social Security card.)

Federal Tax ID# (TIN): (9 Digits)

Social Security # (9 Digits)

Type of Supplier (check one): ☐ corporation ☐ medical provider (all types) ☐ proprietorship/individual
☐ partnership ☐ government ☐ other

Sole source request is based on which of the following (check all that apply):

- ☐ Compatibility of equipment/service (please complete sections A and B)
- ☐ Trial or Testing (please complete section C)
- ☐ Equipment/service is only available from a single supplier in the U.S. (please complete section A)
- ☐ Compatibility of professional services (please complete section A)

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Section A. GENERAL INFORMATION

1. What is unique about this product / service to justify a sole source?
2. Could the product/service be reasonably modified to allow for competition?
3. Explain the market research performed to make the sole source recommendation?
4. List the names of suppliers contacted, contact person and a summary of their response?
5. Complete disclosure must be included with this request if the requestor has any personal, financial or fiduciary relationship with the recommended supplier. **(Please Attach)**

Section B. COMPATIBILITY OF EQUIPMENT/SERVICE

1. Describe the existing equipment that this purchase must be compatible with; original purchase price and date of purchase.
2. What is the remaining life expectancy of the existing equipment?
3. What procurement method was used to purchase the existing equipment? (ITB, RFP, Sole Source)
Provide the solicitation number, RX/RQS number, or sole source number:

Section C. TRIAL OR TESTING

1. Why is the trial use or testing necessary?
2. What is the anticipated end result of the trial or test?
3. Do any other suppliers provide this product or service?
 - a. If yes, list the company names:
 - b. Will their products be tested?
4. What criteria were used to choose this supplier?
5. What is the scope/size and location of test or trial?

Requested by:

Approved:

Agency Signature

Date

Title:

Douglas G. Richins, Director

Date

Division of Purchasing

NOTE: When submitted by email, type requestors' name on the signature line. The email will constitute the electronic signature.

SOLE SOURCE REQUEST

R33-3-401 Conditions For Use of Sole Source Procurement.

Sole source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item.

Examples of circumstances which could necessitate sole source procurement are:

- (1) where the compatibility of equipment, accessories, replacement parts, or service is the paramount consideration;
- (2) where a sole supplier's item is needed for trial use or testing;
- (3) procurement of items for resale;
- (4) procurement of public utility services.

The determination as to whether a procurement shall be made as a sole source shall be made by the procurement officer. Each request shall be submitted in writing by the using agency. The officer may specify the application of the determination and its duration. In cases of reasonable doubt, competition should be solicited. Any request by a using agency that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

R33-3-402 Negotiation in Sole Source Procurement.

The procurement officer shall conduct negotiations, as appropriate, as to price, delivery, and terms.